

**INDIANA
WORKFORCE
DEVELOPMENT**



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An Equal Opportunity Employer

To: All DWD Employees

From: Charles R. Martindale
Deputy Commissioner/ Controller

Date: April 11, 2003

Subject: DWD Policy 2002 - 31
In-State Lodging Rate Increase

Re: All Funding Sources Administered by DWD

Purpose: To communicate the State of Indiana Increase policy for lodging while traveling in state.

Rescission: DWD Communication 99-3, issued July 1, 1999

Content: The maximum reimbursement rate for in-state lodging is \$79.00 per night, per person, plus applicable taxes. This is based on the necessity to continue to provide affordable, safe and clean lodging establishments to state employees and others traveling on official state business. The **ONLY EXCEPTION** to this rate is hotels located in the city of Indianapolis. The hotels located in Indianapolis have new rates of \$83.00 or \$85.00 plus all applicable taxes. These new rates for Indianapolis hotels became effective November 8, 2002.

These rates apply to state employees, board and commission members, and persons under contract with the State of Indiana and all others receiving reimbursement from the State. Many hotels offer reasonable state government rates that are within the State's reimbursement guidelines. When making reservations, travelers should ask for the **state** government rate not exceeding the \$79.00 per night plus applicable taxes. Please note that government rates are based upon availability and are offered Sunday through Thursday. They are not guaranteed rates. Whenever possible, make advance reservations and guarantee those reservations with a major credit card. Travelers will be required to show proof of state employment (i.e., check stub, identification card, etc.) at time of check-in. Also, **the state will not reimburse for valet parking.**

Travelers who cannot find accommodations within the \$79.00 per night lodging rate may call Navigant Travel for assistance. They can be reached at 317-233-5418 or 1-800-841-0446. As well, the State Department of Administration, Travel Management Office has issued an ***In-State Lodging Guide***, which can be used to assist travelers in locating affordable hotels. Contact DWD Accounts Payable to obtain a copy of the guide.

A traveler may choose to stay in a hotel that does not meet the price criteria but **will be required to personally pay the difference.**

Effective Date: March 24, 2003

Review Date: March 24, 2005

Action: For state travel performed within Indiana, travelers may request reimbursement for \$79.00 per night lodging plus applicable taxes. Travelers staying within the city of Indianapolis may request reimbursement for \$83.00 or \$85.00 per night lodging plus applicable taxes after November 8, 2002. Managers and Supervisors are responsible for reviewing travel vouchers for adherence to this policy prior to signature. Questions regarding this policy should be directed to Pat Tweedy, Manager of Accounts Payable at 232-7726 or Missy Wolfe, Assistant Manager of Accounts Payable at 233-6673.

Ownership: Accounts Payable

CRM/MRW: mw